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# **2006**

## **LAND AND WATER CONSERVATION FUND**

### **APPLICATION GUIDELINES**



### **OPEN PROJECT SELECTION PROCESS**

**Michigan Department of Natural Resources  
Grants Management**

IC 5600 (Rev. 04/18/2006)



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# TABLE OF CONTENTS

<b>CHAPTER 1: 2006 LAND AND WATER CONSERVATION FUND PROGRAM</b> .....	<b>1</b>
<b>A. GRANT SCHEDULE FOR 2006</b> .....	<b>1</b>
<b>B. WHAT IS THE LAND AND WATER CONSERVATION FUND PROGRAM?</b> .....	<b>1</b>
<b>C. WHO IS ELIGIBLE TO APPLY FOR A LAND AND WATER CONSERVATION FUND GRANT?</b> .....	<b>1</b>
<b>D. WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR FUNDING?</b> .....	<b>1</b>
<b>E. WHAT ARE THE MINIMUM AND MAXIMUM GRANT AMOUNTS?</b> .....	<b>2</b>
<b>F. APPLICATIONS MUST BE FOR A SINGLE PROJECT – WHAT DOES THAT MEAN?</b> .....	<b>2</b>
<b>G. HOW MANY APPLICATIONS CAN BE SUBMITTED IN A ONE YEAR PERIOD?</b> .....	<b>2</b>
<b>H. WHAT COSTS ARE ELIGIBLE FOR REIMBURSEMENT?</b> .....	<b>2</b>
<b>I. WHAT ARE THE LOCAL MATCH REQUIREMENTS?</b> .....	<b>2</b>
<b>J. ARE CONTAMINATED PROPERTIES ELIGIBLE FOR A GRANT?</b> .....	<b>2</b>
<b>K. WHEN CAN WE BEGIN THE PROJECT?</b> .....	<b>2</b>
<b>L. WHAT ARE THE REQUIREMENTS FOR COMPLETING A GRANT-FUNDED PROJECT?</b> .....	<b>3</b>
1. Using Professional Services .....	3
2. Project Completion .....	3
3. Payment of Grant Funds.....	3
<b>M. WHAT ARE THE GRANTEE’S RESPONSIBILITIES FOLLOWING PROJECT COMPLETION?</b> .....	<b>3</b>
1. Retention and Use .....	3
2. Operation and Maintenance .....	3
3. Nondiscrimination and Public Access .....	4
4. Compliance Inspections .....	4
<b>N. WHAT ARE THE BASIC ELIGIBILITY REQUIREMENTS FOR THE LWCF PROGRAM?</b> .....	<b>4</b>
<b>CHAPTER 2: HOW TO PREPARE A LWCF GRANT APPLICATION</b> .....	<b>5</b>
<b>A. BEFORE YOU APPLY</b> .....	<b>5</b>
1. Recreation Plan Status .....	5
2. Public Input.....	5
3. Permit Issues .....	6
4. Compiling Information on Site Environmental Conditions .....	6
5. Estimating Project Costs .....	6
6. Sources of Local Match .....	6
<b>B. PUTTING TOGETHER YOUR APPLICATION</b> .....	<b>7</b>
1. Documentation of Site Control .....	7
2. Certified Resolution .....	7
3. Site Maps, Plans and Photos .....	7
4. Notification of the Regional Planning Agency .....	8
5. Additional Support Documentation.....	8

<b>C. COMPLETING THE GRANT APPLICATION FORM.....</b>	<b>9</b>
<b>Part I: General Information .....</b>	<b>9</b>
<b>Part II: Site Environmental Conditions .....</b>	<b>10</b>
<b>Part III: Estimated Costs and Additional Project Information .....</b>	<b>10</b>
<b>Part IV: Project Summary and Need Statement.....</b>	<b>11</b>
<b>CHAPTER 3: APPLICATION EVALUATION PROCESS .....</b>	<b>13</b>
<b>CHAPTER 4: APPLICATION SCORING CRITERIA .....</b>	<b>14</b>
<b>A. Need for the Project .....</b>	<b>14</b>
<b>B. Applicant History.....</b>	<b>14</b>
<b>C. Site and Project Quality .....</b>	<b>14</b>
<b>D. Community Recreation .....</b>	<b>15</b>
<b>SUMMARY OF EVALUATION CRITERIA .....</b>	<b>16</b>
<b>APPENDIX A: LAND AND WATER CONSERVATION FUND.....</b>	<b>17</b>
<b>ADDITIONAL INFORMATION REQUIREMENTS FOR RECOMMENDED PROJECTS.....</b>	<b>17</b>
<b>1. Environmental Assessment Report.....</b>	<b>17</b>
<b>2. State Historic Preservation Office Letter of Effect.....</b>	<b>17</b>
<b>3. Permits .....</b>	<b>17</b>
<b>4. Donation Detail.....</b>	<b>17</b>

## CHAPTER 1: 2006 LAND AND WATER CONSERVATION FUND PROGRAM

### A. GRANT SCHEDULE FOR 2006

<b>April 2006</b>	Application forms available
<b>July 1, 2006</b>	<b>Grant Application Deadline:</b> All LWCF applications must be postmarked by the U.S. Postal Service no later than midnight July 1, 2006.
<b>July 1, 2006</b>	<b>Deadline</b> for recreation plans or plan amendments to be approved by the DNR for consideration as of the July 1, 2006 grant application deadline.
<b>October 1, 2006</b>	DNR Director approves final 2006 LWCF recommendations.

### B. WHAT IS THE LAND AND WATER CONSERVATION FUND PROGRAM?

The **Land and Water Conservation Fund (LWCF)** is a federal program administered by the National Park Service (NPS) that provides matching grants to States and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

In Michigan, a portion of the funds are passed through to local governments for development projects that will meet community recreation needs. No acquisition projects will be funded during this grant cycle.

Approximately \$781,000 is available for 2006 to be split equally between state and local projects. The focus of the program will be on community recreation needs such as playgrounds, picnic areas, skate parks, ball fields, soccer fields and walking paths within a park.

### C. WHO IS ELIGIBLE TO APPLY FOR A LAND AND WATER CONSERVATION FUND GRANT?

Local units of government are eligible to apply under the LWCF and include cities, villages, townships, and counties, or any combination thereof in which an authority is legally established to provide public recreation. Local units of government may not submit joint applications unless they legally constitute a recreation authority. Federally recognized Native American Tribes, state agencies and the Huron-Clinton Metropolitan Authority are also eligible. School districts are eligible to apply if they meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924); also referred to as the community recreation plan. Colleges, universities and non-profit organizations are not eligible for LWCF funding.

In order, to be eligible for grant assistance, applicants must have a current, five-year community recreation plan on file with the DNR prior to the application deadline. For additional guidance on preparing a recreation plan or plan amendment, contact Grants Management or access the DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) to obtain a copy of the booklet *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924).

### D. WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR FUNDING?

A variety of development projects for public outdoor recreation facilities are eligible for funding through the LWCF program. Examples include, but are not limited to: picnic areas, beaches, campgrounds, boating access, fishing areas, winter sports areas, playgrounds, ball fields, tennis courts, and skate parks. Also included are facilities needed to support outdoor recreation such as restrooms, interpretive centers and storage buildings.

Renovation or redevelopment of existing facilities is eligible, if inadequate maintenance, design, or construction was not the cause of the facilities' poor or unsafe condition.

Projects that are **not** eligible include:

- Facilities and/or stadiums designed for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.

- Projects which would create an unfairly competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the applicant must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Indoor recreation facilities, except indoor ice rinks and swimming pools.

#### **E. WHAT ARE THE MINIMUM AND MAXIMUM GRANT AMOUNTS?**

##### **MINIMUM DEVELOPMENT GRANT REQUEST:**

- \$30,000 (\$60,000 minimum total project cost)

##### **MAXIMUM DEVELOPMENT GRANT REQUEST:**

- \$75,000 (\$150,000 maximum total project cost)

#### **F. APPLICATIONS MUST BE FOR A SINGLE PROJECT – WHAT DOES THAT MEAN?**

Each application submitted must be for a single development project, defined as the development of a property in a single location. An application for identical work at multiple locations, such as replacing playground equipment at several parks, is also eligible as a single application.

#### **G. HOW MANY APPLICATIONS CAN BE SUBMITTED IN A ONE YEAR PERIOD?**

There is no limit to the number of applications that can be submitted within a funding cycle. However, the applicant will be asked to prioritize multiple applications. Only the highest priority application will be eligible to receive the maximum number of points under the “Need for the Project” criterion. (See chapter 3 for a description of the application evaluation criteria).

#### **H. WHAT COSTS ARE ELIGIBLE FOR REIMBURSEMENT?**

THIS IS A REIMBURSEMENT PROGRAM. All grants are paid as reimbursement for actual expenses. Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits.

Overhead, maintenance, administration, and cost overruns are **not eligible** for assistance.

#### **I. WHAT ARE THE LOCAL MATCH REQUIREMENTS?**

The local community must provide a portion of the total project cost; this is the local match. The LWCF program requires a 50 percent (fixed) match.

The local match for costs can be met by cash outlay and credit for certain locally-assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or a part of the local share if the applicant specifies the nature and value of the items or services.

Other match limitations:

- Land acquisition costs and land donations are not eligible as match.
- Community Development Block Grants are the **only** source of federal funds that can be used as match toward LWCF grants.

#### **J. ARE CONTAMINATED PROPERTIES ELIGIBLE FOR A GRANT?**

Contaminated properties are not eligible for grant assistance. Properties with past contamination problems may be considered for funding if all cleanup measures have been completed at the time the application is submitted to the DNR. Verification from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency must be submitted with the grant application. Environmental assessment costs and costs for cleanup actions are not reimbursable.

#### **K. WHEN CAN WE BEGIN THE PROJECT?**

Projects can be started only after **all of the following actions** take place:

- Approval by the NPS.



- Execution of a formal contract (Project Agreement) between the DNR and the grantee.

Approved applicants **may not do any of the following** until they have an executed Project Agreement:

- Solicit bids or begin the contractor selection process.
- Start site preparation work or incur any costs for which they intend to seek reimbursement, other than pre-approved engineering.

## **L. WHAT ARE THE REQUIREMENTS FOR COMPLETING A GRANT-FUNDED PROJECT?**

The following information is a brief description of some of the key procedures and requirements for approved applicants. For more detail on these procedures, consult the booklet *Project Procedures* (IC1912), available from Grants Management, or access the website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).

### **1. Using Professional Services**

All grantees must have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to acceptable standards.

### **2. Project Completion**

Grantees are given two years to complete a project. The project period begins when the Project Agreement is issued to the grantee.

The project must be completed in accordance with the approved application. Changes to the project require prior DNR approval. Significant changes will also require prior approval from the NPS.

### **3. Payment of Grant Funds**

All grants are issued as reimbursement for costs incurred by the grantee. The DNR does not provide advance payments for approved projects. Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. Several reimbursement requests can be submitted over the course of project construction.

**Because grantees must cover the cost of the project and wait for reimbursement, applicants should ensure they have adequate local funds available to initiate projects.**

Only construction costs incurred after a Project Agreement has been executed and the DNR has approved all plans and specifications are eligible for reimbursement.

## **M. WHAT ARE THE GRANTEE'S RESPONSIBILITIES FOLLOWING PROJECT COMPLETION?**

(NOTE: This information is taken from the National Park Service LWCF Manual.)

### **1. Retention and Use**

The project site shall be retained and used for outdoor public recreation in perpetuity. The project site cannot be wholly or partly converted to other than public outdoor recreation uses without prior approval of the DNR and the NPS. Also, significant changes made in how the site is used for recreation, such as changing the use at the site from passive to active, may be subject to approval by the DNR and the NPS.

### **2. Operation and Maintenance**

Sites developed with a LWCF grant shall be operated and maintained as follows:

- The site shall be signed as open to the public and include the standard LWCF plaque.
- The site shall be maintained so it is attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained according to applicable health standards.
- The site shall be kept safe for public use. Fire prevention and similar activities shall be maintained for public safety.

- Buildings, roads, trails and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- Facilities shall be kept open for public use at times appropriate to the type of area or facility.

### **3. Nondiscrimination and Public Access**

The project site shall be open to appropriate entry and use by all persons regardless of race, color, national origin, age, marital status, height, weight, religion, sex, residency or disability.

Preferential membership or annual permit systems are prohibited; however, admission price and other fees may be based on residency. Nonresident fees shall not exceed twice that charged residents; where no fees are charged, nonresident fees may not exceed the rate charged residents at similar facilities in the area that are open to the public.

### **4. Compliance Inspections**

The DNR will carry out periodic inspections after project completion. Grant recipients will be notified of any compliance issues raised by an inspection and are obligated to address them in a timely manner.

## **N. WHAT ARE THE BASIC ELIGIBILITY REQUIREMENTS FOR THE LWCF PROGRAM?**

**Recreation Plan:** Applicant must have an approved recreation plan on file with the DNR by July 1st.

**Program Goals:** The project must meet LWCF program goals.

**Site Control:** Applicant must own the project site. Perpetual easements for access to a project site are acceptable.

**Environmental Contamination:** Contaminated properties are not eligible for grant assistance.

**Accessibility:** All scope items must meet barrier-free standards or be documented to be exempt.

**Public Input:** The applicant is responsible for providing the public an adequate opportunity to provide input related to the application. **The public meeting must occur before or on the same date as the adoption of the resolution committing to the application. The resolution vote and public meeting may be held at the same meeting.**

## CHAPTER 2: HOW TO PREPARE A LWCF GRANT APPLICATION

There are three main sections to this chapter:

- A. Before you Apply
- B. Gathering Application Information
- C. Completing the Recreation Grant Application Form

### A. BEFORE YOU APPLY

#### 1. Recreation Plan Status

To be eligible to apply for a grant, your community must have a current, five-year community recreation plan that has been locally adopted and is on file with the DNR by the application deadline.

Recreation plans include important information that is used by Grants Management staff in evaluating your application, including recreation priorities, service area, organizational structure, applicant's commitment to recreation, and other recreation opportunities available in the area.

At a minimum, the project in your grant application must be included in the recreation plan for the application to be eligible. In addition, how well the recreation plan, along with the information provided in the application, documents that the proposed grant project is a priority recreation need is a significant factor in scoring your application. Applicants with current plans are encouraged to review the plan and ensure it clearly demonstrates the need for the project. If it does not, a plan amendment may need to be prepared and submitted to the DNR.

For additional guidance on preparing a recreation plan or plan amendment, contact Grants Management or access the DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) to obtain a copy of the booklet *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924).

#### 2. Public Input

It is important to provide adequate public review and comment on the proposed project before a grant application is submitted. Applicants should give themselves enough time to conduct one or more public meetings to review the project with local residents and to incorporate their concerns and input into the final proposal. **The applicant is responsible for ensuring appropriate and adequate public input opportunities are provided.**

At a minimum, a public meeting of the applicant's governing body must be held **in advance of submitting an application**. Publication of the opportunity for public review should include all of the channels normally used by the community to publicize its official actions. The meeting must have been held **between October 1, 2005 and the application deadline**. In order for the application package to be eligible for consideration, it must include:

- **Evidence of advance notice of the public meeting.** Please include a copy of the newspaper advertisement or other means used to notify the citizens of the community about the meeting. The notice must advise the reader that the community is considering a recreation grant application and include a brief description of the proposed project, including the specific location of the project.
- **Minutes of the public meeting.** A complete set of minutes from the meeting to receive public comment about the project must also be included in the application. The minutes should have a written record of the comments made by the public. If the meeting included several topics, highlight the relevant section(s). If there was opposition to the project expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised.

While a single public meeting, with advance notice, is required for all applications, applicants should make additional outreach efforts to ensure the public is aware of the project and to document those efforts in the application. This is particularly important for potentially

controversial projects, such as those close to residential areas. Additional public meetings, informational mailings, local newspaper articles, and individual contact with landowners adjacent to the site are all examples of additional outreach efforts that can benefit a project. If nonresidents are affected by the project, you may wish to extend your outreach beyond your own community. This is especially important if you are claiming a larger service area than your own community.

Public meetings focused on review of your recreation plan will not meet your obligations for public input for your grant application unless the meeting notice and agenda indicate that the meeting will cover both recreation plan review and the specific grant application.

### **3. Permit Issues**

Grant applicants should determine all of the possible local, State and federal permits that may be needed for the proposed development. Permitting agencies should be contacted as early as possible to determine the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commission

State agencies may include:

- Michigan Department of Environmental Quality ([www.michigan.gov/deg](http://www.michigan.gov/deg))
- Michigan Department of Natural Resources ([www.michigan.gov/dnr](http://www.michigan.gov/dnr))
- Michigan Department of Community Health ([www.michigan.gov/mdch](http://www.michigan.gov/mdch))
- Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))

### **4. Compiling Information on Site Environmental Conditions**

Sites that have existing contamination are ineligible for grant assistance. If the application is for development of a site that has been used for purposes other than parks and recreation within the past ten years, a *Property Checklist* must be completed. Written verification from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency that remediation has been completed is required.

### **5. Estimating Project Costs**

Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional costs needed to complete the project. **ROUND THE AMOUNTS TO THE NEAREST HUNDRED DOLLARS.**

- **Facility Construction Costs:** Obtain a reasonable estimate for the facilities that are planned for construction with grant funds by consulting with engineering firms, other communities, or manufacturers of the equipment. It is important that the project budget takes into account the costs of making all facilities and improvements barrier free. Any costs, such as consultant fees, associated with the estimation of facility construction costs are not eligible for reimbursement.
- **Engineering:** Grantees are required to have a licensed engineer, architect, or landscape architect (the Prime Professional) prepare all plans, specifications, and bid documents for the project. The Prime Professional must sign all requests for reimbursement, including the final request, verifying that all construction was completed according to acceptable standards. Costs associated with using the services of a Prime Professional are eligible for reimbursement, up to ten percent of the project cost.

### **1. Sources of Local Match**

Applicants must provide 50 percent of the project cost as local match for a LWCF grant. The most common sources of match are discussed in Section C. Match sources must be secure.

## B. PUTTING TOGETHER YOUR APPLICATION

### For All Applications:

- ☐ One original 2006 Recreation Grant Application (PR 5601), completed and signed, including the *Project Summary and Need Statement*.
- ☐ *Appendix A: Explanation of Match Sources*, if required.
- ☐ Two copies of a project location map (8-1/2" x 11").
- ☐ Two copies of the preliminary site development plan (8-1/2" x 11").
- ☐ Photos of the site (*recommended, but not required*).
- ☐ One certified resolution from the governing body.
- ☐ One copy each of the advance notice and minutes of the meeting held to take public comments on the application.
- ☐ One copy of the completed *Notice of Intent* (PR 5601-2) and one copy of the letter transmitting the *Notice of Intent* to the appropriate Regional Clearinghouse.
- ☐ Letters or other documentation required to support information included in the application.
- ☐ Documentation from Michigan Department of Environmental Quality and/or U.S. Environmental Protection Agency for any contamination remediation.
- ☐ One copy of a map that clearly delineates the legal boundaries of the park site, this can be included in the site development plan (8-1/2" x 11").
- ☐ One copy of preliminary floor plans and elevation drawings for any proposed buildings and other structures.
- ☐ One copy of the completed *Documentation of Site Control* (PR 5601-3).

### 1. Documentation of Site Control

Grant applicants must complete a copy of the *Documentation of Site Control* (PR 5601-3) as verification that the project site is under the control of the applicant at the time of application. The form must be signed by the grant applicant's attorney or another local unit official capable of certifying that the information provided is accurate and complete. **Failure to document adequate control of the property will result in the application being considered ineligible.**

If the applicant owns the project site in fee simple, no further documentation is required; otherwise a copy of the deed should be included.

### 2. Certified Resolution

The governing body of the local unit of government applying for the grant must pass a resolution supporting the application. The resolution must be approved by the governing body between October 1, 2005, and the application deadline. The resolution should:

- **List and commit to the amount, percentage of total project cost, and all source(s) of match**, as specified in the application,
- Be sealed or otherwise verified as authentic,
- Be passed in support of the application. Resolutions passed to approve a recreation plan or plan amendment will not meet this requirement.

### 3. Site Maps, Plans and Photos

Grants Management staff may conduct site visits for only a subset of the applications received; therefore, many applications are evaluated based solely on the materials in the application. Some items will be photocopied for distribution to other DNR divisions. Please be sure maps and plans are clear, legible, detailed, and appropriately labeled. The use of color may be helpful.

- **Project Location Maps:** The project location map should be sufficiently detailed so a person unfamiliar with the site and the community could find the site using only the map. The map should include street and road names, landmarks, and an indication of compass direction.
- **Boundary Maps:** Boundary maps must clearly define the boundary of the area to be developed. Use permanent landmarks like streets and water bodies, as well as dimensions to clearly define the area. The boundary map should match the area

described in the *Documentation of Site Control* form. This map, in conjunction with the site control form and documentation, is used by Grants Management staff to determine if the applicant has adequate control over the property to be developed. Unclear or illegible maps may negatively impact your application's score.

If there are currently any non-recreation uses within the boundary of the project site or such uses are proposed for the future, these uses should be clearly depicted on the map and/or site plan and excluded from the project boundary. The application should include a description of these uses, including how long they will remain on the site and how they will impact the recreation use of the site. Non-recreation uses include other public uses, such as fire stations and municipal buildings, as well as private or leased uses, such as residences, agriculture, and cellular communication towers.

- **Preliminary Site Development Plans:** The site plan must show the entire site to be developed, and should delineate and label site features such as wooded areas, wetlands and water bodies, and all existing site uses, including buildings and other development. Surrounding land uses should also be noted. In addition to showing current site conditions, the site plans should clearly depict the location and type of all proposed site uses. Unclear site plans may negatively impact your application's score.

All proposed facilities must be designed in accordance with state and federal barrier free accessibility requirements. The preliminary site plan should indicate that all grant-funded facilities will be barrier free and include features such as walkways, ramps, and other items required to provide barrier free access. If the project includes a playground, be sure accessible sub-surfaces and access routes are included. The site plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are barrier free or will be made barrier free. Applications that do not clearly indicate that existing support facilities are or will be made barrier free may be scored down. The project narrative must also address barrier free compliance.

The placement of all facilities proposed in the application should be depicted on the site plan. It should be clear which of the uses and items shown on the plan already exist, which are part of the proposed project, and which are part of a future plan. Site plans should represent the applicant's final plans for the proposed project, subject to minimal change during project implementation.

If the site plan is also to serve as the boundary map (see above), the site boundary should be clearly marked and include references to permanent landmarks (streets, water bodies, etc.) and dimensions.

- **Preliminary Floor Plans and Elevations:** The application must include basic floor plans and elevations for any structures, such as pavilions, restrooms or other buildings, and bridges. These do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable.
- **Site Photographs:** Photos (or color photocopies) can show important natural features, existing development, and surrounding land uses. Photos should be labeled to indicate what is in the picture, the compass direction and how the photo relates to the site plan, such as the placement of proposed new facilities.

#### **4. Notification of the Regional Planning Agency**

The regional planning agency for your county must be notified of the application by submitting a *Notice of Intent (PR 5601-2)* to the agency prior to submitting the application. Include in the application a copy of the cover letter conveying the *Notice of Intent* or other evidence that the form was submitted to the regional planning agency, as well as a copy of the completed form. The addresses of the Regional Planning Agencies are listed on the back of the *Notice of Intent*.

#### **5. Additional Support Documentation**

The need for and the type of supporting documentation will differ depending on the type of project being proposed. The following chart provides some examples of supporting information and documentation that will be needed for the application to receive the maximum possible score.

EXAMPLES OF SUPPORTING DOCUMENTATION	
INFORMATION PROVIDED IN APPLICATION	REQUIRED SUPPORTING INFORMATION AND DOCUMENTATION
The project match will include a donation of cash, materials or labor.	List the amount and source of each donation and include letter(s) of commitment from each donor.
The project match will include federal or other State grant funds. (Community Development Block Grants are the only federal funds that can be used to match a LWCF grant.)	List the amount, source and status of the other funds. Include in the application letter(s) from the federal or State agency verifying that a grant has been awarded or that a grant application has been submitted.
The project will serve multiple communities.	List the names of the communities it will serve. Include in the application resolution(s) from the other communities committing to a portion of the match, minutes from public meetings, excerpts from community recreation plans, and/or other local or regional land use plans indicating the active involvement of the other communities in the planning, development, operation, and/or maintenance of the proposed project.
The project will include programs or services provided by others, for example, the school district will provide for environmental education programs at the site.	Describe the services or programs to be provided. Include in the application letter(s) of commitment from the entities that will provide the programs or services.
The project will require a permit from the DEQ; however, the ability to get that permit seems likely.	Discuss the interaction the applicant has had with appropriate DEQ permit staff.

### C. COMPLETING THE GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the grant application form.

#### Part I: General Information

**Question 4 of Part I:** Provide information regarding the location of the site (not the location of the applicant). The latitude and longitude at the entrance of the park site must be provided.

**Question 7 of Part I:** In 7.a, provide the grant amount requested. This must be 50% of the total project cost. In 7.b, provide the match amount. This must be 50% of the total project cost. In 7.c, provide the total cost of the project. This must be the same as the total shown in *Question 1 of Part III*, of the application form. **ROUND THE AMOUNTS TO THE NEAREST HUNDRED DOLLARS.**

**Question 8 of Part I:** Indicate the amount of match that will be provided from each of the following sources:

- **General Funds or Local Restricted Funds:** Local cash supported by resolution from the governing body. Money may be from the applicant's general fund or restricted recreation funds.
- **Force Account Labor:** Includes the applicant's paid employees that will work directly on the construction of the project, the applicant's equipment that will be used, and engineering services provided by the applicant's licensed engineering staff. Administrative costs are ineligible.

- **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- **Donated Labor and/or Materials:** Materials or labor directly rendered to the construction of the project from sources other than the applicant's own paid labor, such as volunteer labor. Donated labor must be valued at minimum wage unless a professional is donating his or her professional services (such as an electrician doing electrical work).
- **Federal or other State Funds:** Other grant funds that have either been awarded or will be sought to match a recreation grant. Community Development Block Grants are the only federal funds that may be used as match toward a LWCF grant.

If the application includes cash donations, donated labor and/or materials, federal or other State funds, the applicant must also complete appendix A of the application form. If any portion of the match is to be made up of grant funds from sources other than LWCF, include a copy of the scope of work and budget included in the other grant application. If the application will include match from any of these sources, letters of intent or, preferably, of commitment from the sources should be included with the application. Cash donations from surrounding communities must be supported by resolution from the community's governing body.

**Question 13 of Part I:** Complete only when a school district is the applicant. To be eligible for grant funding, proposed project sites and facilities must be open to the general public for more than half of the project's hours of operation.

**Question 14 of Part I:** Provide information about the applicant's public participation efforts. At a minimum the applicant must document that it conducted at least one public meeting prior to the application deadline and that the public was adequately notified of the meeting in advance. See the discussion in section A of this chapter for additional guidance.

**Question 15 of Part I:** Provide information on the proposed service area for the proposed project if it is larger than the population of the applicant. Submit documentation of efforts to include surrounding communities in the planning process, documentation of any financial commitment by surrounding communities for the construction and/or operation and maintenance of the project facilities, and references to the community recreation plan where a larger service area is described for the project or for the provision of recreation opportunities in general. If other communities are donating part of the match for the project, a resolution from each contributing community committing to a portion of the match must be submitted.

**Question 16 of Part I:** Provide documentation of compliance with obligations to notify the regional planning agency of the application. Include a copy of the cover letter conveying the *Notice of Intent* form to the regional planning agency and a copy of the completed form. Send the original form to the appropriate regional planning agency prior to the application deadline.

**Question 17 of Part I:** Cite the pages of the recreation plan that discuss the justification for the proposed project.

## **Part II: Site Environmental Conditions**

Part II must be completed if any portion of the project site has been used for purposes other than parks and recreation in the past 10 years. If this section does not apply to this site, check the box and provide a written explanation.

If the answer to any of the questions in the checklist is "yes", provide written verification from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency that remediation has been completed.

## **Part III: Estimated Costs and Additional Project Information**

### **(Question 1, Part III)**

List each project scope item and its estimated cost. Identify the number and type of each distinct element of the project scope. If there are more than ten scope items, make a copy of the page. Engineering costs, not to exceed ten percent of the total cost of the scope items, should be included. Do not include ineligible items, such as contingencies, studies, or engineering costs over 10 percent.



EXAMPLE DEVELOPMENT PROJECT SCOPE		
SCOPE ITEMS		COST
1	Softball Fields	\$95,000
2	Picnic Area (see attached sheet)	\$10,000
3	10-car parking lot, paved	\$35,000
4	Renovations to make restroom barrier free	\$20,000
Subtotal		\$160,000
Engineering (10%) (required)		\$16,000
Total		\$176,000

When needed, on a separate sheet of paper provide a further breakdown of the costs that make up individual scope items. For example, for the picnic area, the breakdown might be:

Breakdown of Picnic Area Costs (Scope Item #2)	
10 picnic tables @ \$600 each:	\$6,000
6 grills @ \$250 each:	\$1,500
4 trash containers @ \$125 each:	\$500
Access routes and concrete pads	\$2,000

### **Barrier Free Compliance**

**Be sure to incorporate State and federal barrier free compliance requirements into your facility planning and cost estimating, including the costs of playground subsurface and access routes. If existing facilities at the project site will support the proposed scope items, such as parking lots and restrooms, your application will be strengthened if these facilities are also renovated to be barrier free. This work may be included in the project scope.**

**Question 2 of Part III:** List all of the permits that are expected to be required for your project, and the efforts taken to determine the need to obtain the permit. If you have verified that no permits are needed, indicate so in response to this question. Failure to provide any response to this question will be interpreted by Grants Management to mean that permits have not been identified.

### **Part IV: Project Summary and Need Statement**

This section should be used to provide a complete overview of your proposal and should complement and expand upon information provided elsewhere in the application. A complete project summary and need statement is required for your application to be considered complete.

Please use the outline format shown below in preparing your response. The narrative should include the following information:

#### **1. Project Description and Purpose**

- a. Site Description:** A general description of the site, including location, current conditions, existing development, and the presence of natural features.

- b. Recreation Opportunities Provided by the Project:** Describe the specific recreation opportunities that will be provided by the project. Describe each of the scope items and discuss their need, role and importance to the project.
- c. Barrier Free Compliance:** Briefly describe how the proposed scope items will meet all barrier free accessibility guidelines. Also discuss whether existing facilities within your park that will support the proposed scope items (for example, parking lots, restrooms, walkways) are currently barrier free, or how you intend to meet barrier free requirements by the time the grant project is completed. The cost of renovating existing facilities to make them barrier free can be included in your project scope.

## **2. Need for the Project**

Summarize how the project is justified in the community recreation plan and discuss why this specific project was chosen for recreation grant funding consideration. In addition, define the service area for this project and describe the need for this project in relationship to existing facilities and recreation opportunities provided by both the applicant and other recreation providers in the project service area. The discussion should demonstrate that existing facilities are inadequate to meet the need.

If other communities besides the applicant are or will be involved in the planning, development, operation, and/or maintenance of this project, you may also use this section to expand on the response given in **Question 15 of Part I**, justifying the use of the population of the increased service area.

## **3. Past Grant Performance**

Include a discussion of the performance in handling prior DNR recreation grants. Applicants may include an explanation of past problems and a discussion of the procedures and steps that have been implemented locally to ensure these problems will not occur on future grants. Applicants are encouraged to contact their regional grant coordinator to discuss the status of past grants.

## CHAPTER 3: APPLICATION EVALUATION PROCESS

The steps in the staff evaluation and decision-making process are summarized in the following chart.

APPLICATION EVALUATION	
1.	Applications are evaluated by Grants Management staff according to criteria established for the program (see chapter 4). Evaluation may include a visit to the site to verify conditions described in the application.
2.	Applications will receive an administrative completeness review to ensure all of the required information was submitted. Grants Management will notify applicants if their application is incomplete and applicants will be given until August 4, 2006, to submit the requested information.
3.	Applications are given a final score by Grants Management against the evaluation criteria and the results of the scoring process are reviewed in a group staff meeting to ensure statewide consistency.
4.	Applications are ranked according to final scores. Applications scoring within the available funding level are recommended by Grants Management to the Director of the DNR.
5.	Top scoring applicants are notified that they are eligible to be considered for LWCF funding and asked to submit additional information to complete the federal application. DNR recommendations are submitted to the NPS.
6.	The NPS reviews the recommendations submitted by the DNR.
7.	After approval by the NPS, Grants Management prepares and distributes Project Agreements to grantees.
8.	Projects may begin only after a Project Agreement has been executed.

**Applications that are not recommended for funding will not be carried forward to the following application year.**

## **CHAPTER 4: APPLICATION SCORING CRITERIA**

The scoring criteria used by Grants Management are described in this chapter. A detailed worksheet used by Grants Management to score recreation grant applications is available upon request. Applicants are encouraged to request and review the scoring worksheet and use it to evaluate their own applications and look for opportunities to improve the application before submitting it to the DNR.

Applications will be scored based on the specific information provided in the application. In some cases, but not all, Grants Management staff will also visit a site as part of the application evaluation process; however, applicants should not rely on site visits as a way to communicate project information to Grants Management.

### **A. Need for the Project**

The most critical factor in determining the score for this criterion is how well the project is documented as a high priority recreation need for the coming year in the community recreation plan and/or the application narrative. Other factors considered are the availability of similar opportunities in the service area, the demonstration of local support for the project, whether the project consists primarily of new facilities or the renovation of existing ones.

### **B. Applicant History**

The main factors considered under this criterion are the applicant's performance in handling recreation grants in the past five years under the MNRTF, LWCF, 1988 Recreation Bond program, and CMI-Recreation Bond program; the applicant's stewardship of their existing parks and recreation system; and the post-completion record at recreation grant-assisted sites.

The applicant's grant performance in the past five years, including recent efforts to improve past problems, is considered in these areas: following grant procedures; providing reimbursement requests and payment documentation in a timely manner; completing the project within the original project completion period; completing good quality projects, including compliance with barrier free requirements; and responding to all concerns addressed during post-completion inspections.

Stewardship of the applicant's existing system is evaluated by considering the applicant's overall operation and maintenance of existing parks and recreation lands and facilities. Other factors considered include whether any portion of the applicant's park and recreation land or facilities have been sold, transferred, closed, and/or had non-recreation facilities added, the implementation of "residents only" policies, and the discovery of site contamination. In evaluating the sales, transfers, or closures of parkland, staff will consider rationale for the changes provided by the applicant.

The evaluation of the post completion record of the applicant will include all sites for which the applicant has received a recreation grant, regardless of the amount of time that has passed since the grant was awarded. Factors that will be considered include the length of time an unapproved, unmitigated conversion has existed at any grant-assisted site and the existence of an approved conversion for which the applicant has not implemented or completed the appropriate mitigation within the allotted timeframe.

Applicants that have received a recreation grant in the past are encouraged to contact Grants Management to determine if there are documented performance problems and determine the status of past grants. Information can be included in the grant application that provides an explanation of past problems and outlines the procedures and steps that have been implemented locally to ensure these problems will not occur on future grants. This explanation will be considered in staff scoring.

Communities with no prior recreation grants and no stewardship problems will receive the maximum score for this category.

### **C. Site and Project Quality**

Applications are evaluated against the following factors, based on information in the application site plans, location maps, design drawings, photographs, and narrative and on observations during the site visit. Site and Project Quality scores will also be compared among applications submitted in the same application period and possibly revised to reflect that comparison.

- Location and accessibility of the site in relation to intended users;
- Quality of the site and surroundings including surrounding land uses and the presence of intrusions such as overhead wires, roadways, incompatible land uses, etc.;
- Safety or health issues, including possible contamination problems;
- Clarity and detail of the development plans;
- Quality of the project design in terms of positioning, orientation, and spacing of facilities, traffic flow, and use of site features, as well as quality of existing development, if any;
- Grant amount requested in terms of the benefits provided, in particular the population served. In general, applications with a cost per capita of over \$50 (total project cost ÷ service area population) require an explanation for the high cost, such as the project is sized as small as feasible while still providing a quality recreation opportunity, or has high-cost scope items for which there are no reasonable alternatives;
- Compatibility of the site with its intended purpose, including the impact of the proposed development on the natural environment;
- If the applicant has taken any steps to identify the local, State or federal permits that may be needed for the project and to secure the permits;
- Relationship of the project to past grant-funded projects, in particular, those not yet started or currently underway;
- Demonstration that current and proposed facilities meet barrier free accessibility guidelines;
- Demonstration that the applicant's proposed sources of match for the project are secure. Donated match (cash, labor, materials) or match from other State or local grants that is not supported by a letter of commitment from the donor or the granting agency is considered unsecured match. Donations from other communities should be supported by resolution from the governing body of the contributing community committing to the donation.
- Demonstration that the applicant has control of the site. Leased property is ineligible for grant assistance; however, perpetual easements for access to the site are acceptable. (Note: control of the site is an eligibility requirement. If the application is significantly unclear on the applicant's control, the application will be considered ineligible. If the site is being acquired with previously approved Michigan Natural Resources Trust Fund assistance, the site is not eligible for LWCF grant funds until after the acquisition project is complete);
- Demonstration that the applicant is prepared to initiate and complete the project in a timely manner.

Staff will also evaluate the applicant's ability to complete and maintain the project being proposed, including evaluation of the existence of park and recreation staff, if appropriate, for the scope and complexity of the project; the applicant's financial and organizational capability to complete and maintain the project, including the size and operational demands of the project in comparison to the applicant's existing facilities.

#### **D. Community Recreation**

Applications will be scored under Community Recreation using ten factors, each worth a possible 5 points. The factors that will be used to assign scores in each category are shown in the following table and are further described in the evaluation worksheet available from Grants Management:

LWCF SCORING CRITERION – COMMUNITY RECREATION	
FACTOR	DESCRIPTION
COMMUNITY SUPPORT	Application provides documentation that the project was initiated through strong support from the community and/or specific user group(s); and/or the applicant has taken steps beyond the minimum requirements for public input to identify a need for the project (survey, neighborhood meetings, etc.). These may be documented either in the application or in the community recreation plan.
COMMUNITY FOCUS	Project is designed <u>primarily</u> for community or regional use, not as a tourist attraction.
ECONOMIC STATUS	The project is located in a community with a high percentage of the population in poverty status as determined by recent U.S. Census data, or is designed for neighborhood use in a low-income area within the community.
RENOVATION	Project is focused on the renovation of an existing park and/or specific facilities that are at least 15 years old.
LOCATION	Application demonstrates that the applicant chose a suitable location for the project, considering factors such as safe and ready access, natural features at the site, surrounding land uses, and proximity to the greatest number of targeted users.
ENVIRONMENTAL COMPATIBILITY	Appropriate use is made of the site, given its physical/natural resource attributes. The design of the project incorporates minimal disturbance of natural resource features. If a site has been identified as contaminated, all required due care actions have been taken for the intended uses (as affirmed by DEQ).
SAFETY/ CRIME PREVENTION  Adapted from <a href="http://www.cpted-watch.com">www.cpted-watch.com</a>	<p>Project is designed for maximum safety and crime prevention. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <u>Natural Surveillance</u> – features that maximize visibility of people and parking areas, offer pedestrian-friendly walkways, provide adequate lighting, and clearly display hours of operation</li> <li>• <u>Territorial Reinforcement</u> – physical design that defines property lines and distinguishes private spaces from public spaces using landscape plantings, pavement designs, and fencing</li> <li>• <u>Natural Access Control</u> – physical design clearly indicates public routes and entrances, and discourages access to private areas</li> <li>• <u>Security Patrol</u> – methods in place for monitoring of the project site at appropriate times and locations.</li> </ul>
AMENITIES	Proposal provides for necessary support facilities such as parking, restrooms, drinking fountains, shade structures, etc. OR support facilities are already in place and meet (or will meet) all barrier-free requirements.
UNIVERSAL ACCESS	Project will result in universal access beyond legal requirements (e.g., not just increased percentage of barrier-free accessible features, but project design focuses on universal accessibility).
COOPERATION/ PARTNERSHIPS	Proposal demonstrates partnerships/cooperation between government agencies, schools, non-profit organizations, and/or willing private land owners as a means of meeting outdoor recreation goals, needs, and management through public involvement.
POINTS	5 points for each factor      Total: 0 to 50

### SUMMARY OF EVALUATION CRITERIA

CRITERIA	POINTS AVAILABLE
1) Need for Project	0, 10, 30, 50
2) Applicant History	0, 10, 30, 50
3) Site and Project Quality	0, 10, 30, 50
4) Meeting Community Recreation Needs	0-50
<b>TOTAL POINTS AVAILABLE</b>	<b>200</b>

## **APPENDIX A: LAND AND WATER CONSERVATION FUND**

### **ADDITIONAL INFORMATION REQUIREMENTS FOR RECOMMENDED PROJECTS**

For those applications that are chosen by the DNR Director for recommendation to the NPS, additional information must be submitted to the DNR before the applications can be sent to the NPS for final approval. The following is a list of the information that will require additional work by the applicant:

#### **1. Environmental Assessment Report**

This report is an objective presentation of how the proposed project will directly or indirectly affect the present natural, social and economic environment. Based on the information in the report, the NPS will determine if an environmental impact statement (EIS) is required for the project.

The report will include a description of the proposed action, a description of the environment, and the environmental impact of the proposed action.

#### **2. State Historic Preservation Office Letter of Effect**

Federal regulations require a separate review of proposals by the Michigan State Historical Preservation Office (SHPO). A report will need to be completed and submitted to SHPO that outlines any ground disturbing activity, a project work description and area of potential effects, identification of historical properties, photographs of the area, and a determination of the project's effect on historical properties.

#### **3. Permits**

Copies of any federal and state permits, or permit applications required as part of the project will need to be provided. Please refer to Chapter 2, Item 3 for a listing of state agencies.

#### **4. Donation Detail**

For projects that include donations of labor, equipment, or materials as part of the match, information regarding the type of labor, equipment or materials to be donated will be required as well as letters of commitment from donor(s).